

# Audit Inquiry Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently conducting an audit for [Company Name] for the fiscal year ending [Fiscal Year End Date]. As part of our audit procedures, we seek your assistance in providing clarity regarding the valuation of certain assets held by the company.

Please provide the following information:

- A detailed description of the valuation methods used for the assets listed below:
  - [Asset 1]
  - [Asset 2]
  - [Asset 3]
- The relevant documentation supporting the asset valuations, including any appraisals or third-party assessments.
- A summary of any changes in asset valuations compared to the previous fiscal year.

We appreciate your prompt attention to this matter and request that you provide the information by [Response Deadline]. If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]